

~~ADMINISTRATIVE~~  
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OGC SUBJECT LEAVE  
NOT INDEXED

28 AUG 1973


MEMORANDUM FOR: All Component Personnel Officers

SUBJECT : Return to Duty from LWOP

1. During the past year, the process of returning employees to duty after LWOP has become more time consuming. The normal 30-day notice prior to return is regularly being consumed. The use of polygraph has become more frequent. It is safe to assume that the longer the LWOP, the more time necessary to process a return. To assure the return is prompt and orderly, it becomes increasingly important that we have 30 days notice and that procedures be followed carefully.

2. When an employee notifies a component of his impending return, his verbal or written communication should be transmitted as rapidly as possible to OP/SPD/PPB, 5-E-47 Headquarters, Extension 6302. The personnel action may follow later, being routinely sent to the OP File Room and PI. If an employee is not heard from by 45 days prior to LWOP expiration, please ascertain if he will return and inform our office.

3. Renewed attention to these procedures will assure that we avoid that embarrassing moment when the employee is at the reception room expecting a badge, when one will not be issued.

  
John F. Blake  
Director of Personnel

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